



# KOLKATA PORT TRUST



## The Gazette of India



### MINISTRY OF SURFACE TRANSPORT

(Ports Wing)

New Delhi

New Delhi, the 29th June, 1987

#### NOTIFICATION

G.S.R. 608(E) - In exercise of the powers conferred by sub-section (1) of section 124, read with sub-section (1) of Section 132 of the Major Port Trusts Act, 1963 (38 of 1963), the Central Government hereby approves the Calcutta Port Employees' (Conduct) Regulations, 1987 made by the Board of Trustees for the Port of Calcutta and set out in the Schedule annexed to this Notification.

2. The said regulations shall come into force on the date of publication of this Notification in the Official Gazette.

[File No.PR-12013/2/86-PE-I]

P. M. ABRAHAM, Addl. Secy.

#### SCHEDULE

##### CALCUTTA PORT TRUST

In exercise of the powers conferred by section 28 of the Major Port Trusts Act, 1963 (38 of 1963) in supersession of the existing rules on the subject, the Board of Trustees of the Port of Calcutta hereby makes the following Regulations, viz.

#### "THE CALCUTTA PORT TRUST EMPLOYEES

#### (CONDUCT) REGULATIONS, 1987"

1. **Short title, commencement and Application** - (1) These regulations may be called the Calcutta Port Trust Employees' (Conduct) Regulations, 1987.

2. They shall come into force on the date of their publication in the Official Gazette.
3. Except as otherwise provided by or under these regulations, they shall apply to all persons appointed to posts in connection with the affairs of the Calcutta Port Trust :

2. **Definitions** :- In these regulations, unless the context otherwise requires -

(a) "**Board**", "**Chairman**", "**Deputy Chairman**" and "**Head of Department**" shall have the same meanings as in the Major Port Trusts Act, 1963 (38 of 1963).

(b) "**General Manager**" shall mean the incumbent of the post of General Manager appointed by the Government under Section 24(1) (a) of the Major Port Trusts Act, 1963 (38 of 1963).

(c) "**Class I, Class II, Class III and Class IV** posts" shall have the same meanings as assigned to them respectively in the Calcutta Port Trust Employees' (Classification, Control and Appeal) Regulations.

(d) "**Employee**" means an employee of the Board.

(e) "**Government**" means the Central Government.

(f) "**Members of the family**" in relation to an employee include -

(i) the wife, child or step-child of such employee whether residing with him or not, and in relation to an employee who is a woman, the husband residing with her and dependent on her; and

(ii) any other person related whether by blood or by marriage, to the employee or to such employee's wife or husband and wholly dependent on such employee but does not include a wife or husband legally separated from the employee or child or step-child who is no longer, in any way, dependent upon him or her whose custody the employee has been deprived by law.

**Prescribed authority** means the Chairman/Deputy Chairman in relation to a Class I/II employee and the respective Head of the Department in relation to a Class III/IV employee.

3. **General** :- (1) Every employee shall, at all times, maintain absolute integrity and devotion to duty.

(2) No employee, holding a Class I or Class II post shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.

(3) (i) No employee holding a Class I post shall, except with the previous sanction of the Chairman, permit his son, daughter or any other dependent to accept any employment with any firm or company with which he has dealings in his capacity as such employee or with any other firm having dealing with the Board :

Provided that where the acceptance of such employment by the son, daughter or other dependent of such employee cannot await the prior permission, the matter shall be reported by the employee to the Chairman and the employment may be accepted provisionally, subject to the permission of the Chairman.

(ii) An employee holding a Class I or Class II post shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any company or firm, intimate such acceptance to the Chairman and shall also intimate whether he has or has had any official dealing with that company or firm;

\*\* Provided no such intimation shall be necessary in the case of a Class I Officer if he has already obtained the sanction of, or sent a report to Chairman under clause (i).

(4) Every employee shall desist from dealing with a case relating to award of a contract or exercise of patronage in favour of a firm or company in which a member of his family is employed.

(5) No employee shall bid at auctions arranged by or on behalf of the Board.

(6) Participation by an employee in proselytising activities or the direct or indirect use of his position and influence in such activities shall be objectionable.

\*\* (7) (a) Every employee shall be expected to maintain good behaviour and decorum in his official as well as private life and not bring discredit to his employer by his conduct. He shall not abet or attempt to abet any act which amounts to misconduct. In cases where an employee is reported to have conducted himself in a manner unbecoming of an employee of the Board as for instance, by neglect of his spouse and family or by deliberately misbehaving with his superior officer and/or other employees, action can be taken against him. No employee shall act in insubordination or disobedience in combination with others.

(8) An employee who is convicted by a court of law or arrested shall report the fact of his conviction or arrest to his departmental superiors promptly in writing. Failure to do this may render him liable to disciplinary action.

\*\* (9) No employee shall neglect his duties or cause others to neglect their duties including slowing down of work deliberately which may cause loss to the employer, or act in a manner which will be prejudicial to the interest of the employer. No employee shall commit any act which is subversive of discipline or of good behaviour.

Explanation :- Such provision under sub-regulation (7) and (9) above which are not covered by the standard orders under the Industrial Disputes Act, 1947 will only be applicable to the employees coming under the purview of the said act.

\*\* (10) (i) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

(ii) No employee shall, in the performance of his official duties, or in the exercise of the powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior.

(iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.

(iv) An employee who has received oral direction from his official superior shall seek official confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

Explanation : (I) An employee who habitually fails to perform his task assigned to him within the time set for the purpose and with the quality of performance expected of him, shall be deemed to be lacking in devotion to duty within the meaning of clause (i).

(II) Nothing in clause (ii) of sub-regulation 10 shall be construed as empowering an employee to evade his responsibilities by seeking instruction from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of power and responsibilities.

\*\*\* (11) Every employee shall desist from behaviour which amounts to sexual harassment which includes such unwelcome sexually determined behaviour (whether directly or by implication) as : -

- (a) Physical contact and advances;
- (b) a demand for request for sexual favours;
- (c) sexually coloured remarks;
- (d) showing pornography;
- (e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Any employee found guilty of committing such an act under circumstances wherein the victim of such conduct has reasonable apprehension that in relation to the victim's employment or work, whether she is drawing salary or honorarium or giving voluntary service, such conduct can be humiliating and may constitute a health and safety problem, shall be punishable.

**Explanation :** - The aforesaid definition of sexual harassment is not exhaustive. The acts/incidents, other than the acts/incidents specified above, being sexual harassment of working women in all work places, may also come within the purview of this clause."

4.\* **Taking part in election** :- (1) No employee shall take part in an election to any legislature or local authority.

Provided that -

(i) an employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;

(ii) an employee shall not be deemed to have contravened the provisions of this regulation by reasons only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force;

(2) No employee shall -

Engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relation with foreign States, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.

(3) No employees shall join, or continue to be a member of an association the objects, or activities of which are prejudicial to the integrity of India or public order or morality.

(5) No employee shall :-

(i) engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence; or

(ii) resort to or in any way abet any form of strike in connection with any matter pertaining to his service or the service of any other employee.

(6) No employee shall join, or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

5. **Connection with Press or Radio** :- (1) No employee shall, except with the previous sanction of the Chairman, own wholly or in part or conduct or participate in the editing or managing of any newspaper or other periodical publication.

(2) No employee shall, except with the previous sanction of the Chairman or any other authority empowered by him in this behalf or in the bonafide discharge of his duties, participate in a radio or television broadcast or contribute any article or any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical :

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

6. **Criticism of Board/Government** :- No employee shall, in any radio or television broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any other public utterance, make any statement of fact or opinion -

(i) Which has the effect of an adverse criticism of any current or a recent policy or action of the Central Government, State Government, the Board or any other Major Port Trust: provided that in the case of any employee specified in the first proviso to sub-regulation (3) of regulation 1, nothing contained in this regulation shall apply to bona fide expression of views by him as an office bearer of a trade union of such employees for the purpose of safeguarding the service conditions of such employees or for securing any improvement therein; or

(ii) Which is capable of embarrassing the relations between the Board, the Central Government, the Government of any State or any other Major Port Trust; or

(iii) Which is capable of embarrassing the relations between the Central Government and the Government of any foreign State:

Provided that nothing in this regulation shall apply to any statements made or view expressed by an employee in his official capacity or the due performance of the duties assigned to him.

6. **Evidence before Committee or any other authority**:- (1) Save as provided in sub-regulation (3), no employee shall, except with the previous sanction of the Chairman/Deputy Chairman/General Manager, give evidence in connection with any inquiry conducted by any person, committee or authority.

(2) Where any sanction has been accorded under sub-regulation (1), no employee giving such evidence shall criticise the policy or any action of the Board or of any other Major Port Trust or of the Central Government or of a State Government.

(3) Nothing in this regulation shall apply to -

(a) evidence given at an enquiry before an authority appointed by the Central or a State Government, by Parliament or by a State Legislature or by the Board or by any other Major Port Trust; or

(b) evidence given in any judicial inquiry; or

(c) evidence given in any departmental inquiry ordered by authorities subordinate to the Government or by the Board, or by any other Major Port Trust or by the Chairman or Deputy Chairman or General Manager or a Head of Department.

8. **Unauthorised communication of information** :-

No employee shall, except in accordance with any general or special order of the Board or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any person to whom he is not authorised to communicate to such document or information.

**Explanation** : If an employee quotes or copies in his representation, appeal etc., circulars and instructions of the Board or any other Major Port Trust, or Government including those marked secret, notes and other information from files which they are ordinarily not expected to have been or to have retained, the action shall be construed as not only improper but also as involving contravention of this regulation.

9. **Subscriptions** :- No employee shall, except with the previous sanction of the Chairman ask for or accept contributions to, or otherwise associate himself with the raising of, any fund, in pursuance of any object whatsoever.

Explanations :

(1) Mere payment of subscription to a charitable or benevolent fund does not itself violate this regulation.

(2) Voluntary association of an employee with the collection of Flag Day contributions for the benefit of Ex-servicemen and Merchant Navy Personnel is permissible without any specific sanction under this regulation.

(3) Collection of subscriptions by an employee or a member of a service union of employees from amongst other members of the union shall be -

(i) unobjectionable and shall not require prior sanction if -

(a) the proceeds are proposed to be utilised for welfare activities of the union, or

(b) where a matter affecting the general interests of the members of the union is in dispute, it is permissible under the rules of the union to spend its funds over such matters;

(ii) objectionable if the proceeds are proposed to be utilised for the defence of an individual member of the union against whom departmental action is being taken on grounds which concerned him in particular.

(4) Approach to the public for collecting funds for the union without the previous sanction of the Chairman shall be objectionable.

10. **Gifts:-** (i) Save as otherwise provided in those regulations, no employee shall accept, or permit any member of his family or any other person acting on his behalf to accept, any gift.

Explanation : The expression "gifts" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

Note 1 - A casual meal, lift or other social hospitality shall not be deemed to be a gift.

Note 2 - An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organisations, etc.

(2) (a) On occasions, such as weddings, anniversaries, funeral or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the Chairman, if the value of any such gift exceeds -

(i) Rs.5000, in the case of an employee holding Class I post and Rs. 3000 in the case of an employee holding Class II Post;

(ii) Rs.1000, in the case of an employee holding any Class III post; and

(iii) Rs.500, in the case of an employee holding any Class IV post.

(b) On such occasions as are specified in clause (a) of sub-regulation (2), an employee may accept gifts from his personal friends having no official dealings with him but he shall make a report to the Chairman if the value of any such gift exceeds -

(i) Rs.1000, in the case of an employee holding any Class I or Class II post;

(ii) Rs.250, in the case of an employee holding any Class III post; and

(iii) Rs.250, in the case of an employee holding any Class IV post.

(3) In any other case, an employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift without the sanction of the Chairman/Deputy Chairman/General Manager if the value thereof exceeds -

(i) Rs.75 in the case of an employee holding any Class I or Class II post; and

(ii) Rs.25, in the case of an employee holding any Class III or Class IV post.

(4) \*\* (i) Notwithstanding anything contained in sub-regulation (2) and (3), an employee may receive gifts of symbolic nature from foreign dignitaries and retain such gifts.

(ii) Gifts from foreign dignitaries which are not of symbolic nature may be retained by employee if the market

value of the gift in the country of origin does not exceed Rs.3,000.

(iii) Where there is doubt whether a gift received from foreign dignitary is of symbolic nature or not or where the market value of the gift in the country of origin apparently exceeds Rs.3,000 or where there is any doubt the actual market value of the gift, the acceptance of such gifts and retention thereof, by the employee shall be regulated by the instructions issued by the Administration in this regard from time to time.

(iv) An employee shall not accept any gift from any foreign firm which is either contracting with the Govt. of India or is one with which the employee had, has or is likely to have official dealings. Acceptance of gifts by an employee from any other foreign firm shall be subject to the provision of sub-regulation (3).

(5) No employee shall -

(i) give or take or abet the giving or taking of dowry; or

(ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation : For the purpose of this sub-regulation dowry has the the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).

#### **11. PUBLIC DEMONSTRATIONS, ETC., IN HONOUR OF EMPLOYERS -**

(1) No employee shall, except with the previous sanction of the Chairman, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour, of any other employee or accept any invitation to declare buildings, etc. open or to lay the foundation stones of new buildings, etc., or allow public places or institutions to be named after him :

Provided that nothing in this regulation shall apply to :

(i) a farewell entertainment of a substantially private and informal character held in honour of the employee or any other employee on the occasion of his retirement or transfer or of any person who has recently quitted service under the Port Trust; or

(ii) The acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

(2) Exercise of pressure of influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character and the collection of subscriptions from employees for the entertainment of any officer is forbidden and will constitute a violation of this regulation.

#### **\*\* 12. PRIVATE TRADE OR EMPLOYMENT -**

(1) No employee shall except with the previous sanction of the Chairman or the prescribed authority -

(a) engage directly or indirectly in any trade or business, or

(b) negotiate for, or undertake any other employment, or

(c) hold an elective office, or canvass for a candidate or candidates for an electing office, in any body whether incorporated or not, or

(d) canvass in support of any business of Insurance Agency, Commission Agency etc. or

(e) take part except in the discharge of the official duties, in the registration, promotion or management of any Bank or other Company registered or required to be registered, under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force, or of any Co-operative Society for commercial purposes.

(2) An employee may, without previous sanction of the Chairman or the prescribed authority :-

- (a) undertake honorary work of a social or charitable nature, or
- (b) undertake occasional work of literary, artistic or scientific character, or
- (c) participate in sports activities as an amateur, or

(d) take part in the registration, promotion or management (not involving the holding of an elective office, of a literary, scientific or charitable society or of a club or similar organisation, the aims or objects of which relate to promotion of sports, cultural or recreational activities, registered under the Society's Registration Act 1860 (21 of 1860), or any other law for the time being in force, or

(e) take part in the registration, promotion or management (not involving the holding of elective office) of a co-operative society substantially for the benefit of the employees, registered under the Co-operative Society's Act, 1912 (2 of 1912), or any other law for the time being in force.

Provided that -

(i) he shall discontinue taking part in such activities, if so directed by the Chairman or the prescribed authority, and

(ii) in a case falling under clause (d) or clause (e) of this sub-registration, his official duty shall not suffer thereby and he shall, within a period of one month of his taking part in such activities, report to the Chairman or the prescribed authority giving details of the nature of his participation.

(3) Every employee shall report to the Chairman or the prescribed authority if any member of his family is engaged in a trade or business or owns or manages an Insurance Agency or Commission Agency.

(4) Unless otherwise provided by general or special orders of the Chairman, no employee may accept any fee for any work done by him for any private or public body or any private person without sanction of the Chairman or the prescribed authority.

Explanation : The term "fee" used here shall have the meaning assigned to it in Fundamental Rule 9(6A).

### 13. **INVESTMENT, LENDING AND BORROWING** -

- (1) No employee shall speculate in any stocks, share or other investments.

Explanation :- Frequent or habitual purchase or sale or both of shares, securities or other investments shall be deemed to be speculations within the meaning of this sub-regulation.

(2) No employee shall make or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his duties under the Port Trust.

(3) If any question arises whether any security or investment is of the nature referred to in sub-regulation (1) or sub-regulation (2) it shall be referred to Chairman who shall decide the same.

(4) No employee shall, except with the previous sanction of the Chairman, lend money to any person possessing land or valuable property, within the local limits of his authority or at interest to any person :

Provided that an employee may make an advance of pay to a private servant, or give a loan of small amount, free of interest, to a personal friend or relative, even if such person possess land within the local limits of his authority.

(5) No employee shall, save in the ordinary course of business with a bank or firm of standing, borrow or deposit money from or with or otherwise, place himself under pecuniary obligation to, any person within the local limits of his authority or any other person with whom he is likely to have dealings, nor shall he permit any member of his family, except with the previous sanction of the Chairman, to enter into any such transaction.

Provided that an employee may accept a purely temporary loan of small amount, free of interest from a person,



friend or relation or operate a credit account with a bonafide trade's loan.

(6) When an employee is appointed or transferred to a post of such a nature as to involve him in the breach of any of the provisions of sub-regulation (4) or sub-regulations (5) he shall forthwith report the circumstances to the Chairman and shall thereafter act in accordance with such orders as may be passed by the Chairman.

#### 14. **Insolvency and habitual indebtedness -**

(1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes a subject of a legal proceeding for insolvency shall forthwith report full facts to the Chairman.

(2) When an attachment order is to be enforced against an employee, the Chairman may -

(i) determine whether the employee's financial position has reached a stage at which confidence in him must be diminished and if so,

(ii) consider the question of taking disciplinary action against him.

#### 15. **MOVABLE, IMMOVABLE AND VALUABLE PROPERTY -**

(1) No employee shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise, either in his own name or in the name of any member of his family :

Provided that any such transaction conducted other wise than through a regular or reputed dealer shall require the previous sanction of the prescribed authority.

Explanation : It is not contemplated that an employee may enter into transactions regarding movable and immovable property without the previous sanction of the prescribed authority and afterwards seek ex post facto sanction. Such a procedure would render the provisions of these regulations completely ineffective and defeat the purpose for which these regulations have been framed. It is, therefore, essential that the provisions of these regulations shall be strictly adhered to and the employees shall obtain the sanction of the prescribed authority wherever necessary, before entering into a transaction.

\*\* (2) Where an employee enters into transaction in respect of movable property either in his own name or in the name of the member of his family, he shall within one month from the date of such transaction report the same to the prescribed authority, if the value of such property exceeds Rs.15,000 in the case of an employee holding any Class I or Class II post or Rs.10,000 in the case of an employee holding any Class III or Class IV post.

Provided that the previous sanction of the prescribed authority shall be obtained by the employee if such transaction is with a person having an official dealing with him.

Explanation : (1) For the purpose of the sub-regulation (1) the expression "**movable property**" includes :-

(a) jewellery, insurance policies, the annual premia of which exceeds Rs.10,000/- or 1/6th of the total annual emoluments received from the Board, whichever is less, shares, securities and debentures,

(b) all loans, whether secured or not, advanced or taken by the employee,

(c) motor cars, motor cycles, horses or any other means of conveyance, and

(d) refrigerators, radios, radiograms and T.V. sets.

(2) "prescribed authority" means

(a) (i) the Chairman/Dy.Chairman in the case of an employee holding any Class I post, except where any lower authority is specified by the Board for any purpose;

(ii) Head of Department in the case of an employee holding any Class II post;

(iii) Head of Office in the case of an employee holding any Class III or Class IV post.

(b) In respect of an employee on foreign service or on deputation to any other Ministry or any other Government, the parent department of the cadre on which such employee is borne.

Explanation : (ii) For the purposes of these regulations "lease" means, except whether it is obtained from, or granted to a person having official dealings with the employee, lease of immovable property from year to year or for any term exceeding one year or receiving an yearly rent.

\*\* (3) (i) Every employee shall on his first appointment to any Class I or Class II post submit a return of his asset or liability in the prescribed form giving full particulars regarding -

(a) the immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person;

(b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired or held by him,

(c) other movable property inherited by him or similarly owned or acquired or held by him and

(d) Debts and other liabilities incurred by him directly or indirectly.

(ii) Every Class I and Class II employee shall submit an annual return at the end of each calendar year in the prescribed form shown in Annexure 'A' to these regulations giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

(4) The Chairman may, at any time, by general or special order, require an employee to submit within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required by the Chairman, include details of the means by which or the source from which such property was acquired.

Explanations :- (1) The construction of a house results in acquisition of immovable property and attracts the provisions of this regulation. The purchase of movable property required for the construction of the house also attracts this regulation.

(2) Transaction as members of a Hindu undivided joint family shall not require the Chairman's prior permission. In such cases, transactions in immovable property shall be included in the annual property returns and those in movable property shall be reported to the prescribed authority immediately after completion of the transaction or immediately after the employee comes to know of them.

If the employee is unable to give an idea of his share of such property, he may give details of the full property and the names of the members who share it.

#### **16. VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES -**

No employee shall, except with the previous sanction of the Chairman, have recourse to any court or the press for the vindication of any official act which has been a subject matter of adverse criticism or an attack of defamatory character.

Explanation :- Nothing in this regulation shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

#### **17. CANVASSING OF NON-OFFICIAL OR OTHER OUTSIDE INFLUENCE -**

No employee shall bring on attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Board.

**18. RESTRICTION REGARDING MARRIAGES -**

(1) No employee shall, after the commencement of these regulations.

(a) enter into or contract, a marriage with a person, having a spouse living; or

(b) having a spouse living enter into or contract a marriage with any person.

Provided that the Chairman may, on an application made in the form specified in Annexure 'B' to these regulations, exempt an employee from the operation of this regulation if he is satisfied that -

(a) such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and

(b) there are other grounds for so doing.

(2) Every person who enters the Board's service after the commencement of these regulations shall make, before such entry, a declaration as set out in Annexure 'C' to these regulations.

(3) An employee who has married or marries a person other than of an Indian nationality shall forthwith intimate the fact to the Chairman.

**\*\* 19. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS :**

An employee shall -

(a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;

(b) not be under the influence of any intoxicating drink or drugs during course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;

(bb) Refrain from consuming any intoxicating drink or drug in any public place;

(c) not appear in a public place in a state of intoxication;

(d) not use any intoxicating drink or drug too excess.

Explanation : For the purpose of this regulation "public place" means any place or premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.

**20. INTERPRETATION -**

If any question arises relating to the interpretation of these regulations, it shall be referred to the Chairman who shall decide the same.

NOTE : Principal regulations was published in the Gazette of India (Extraordinary) vide G.S.R. No.608(E) dated 29th June, 1987 and was subsequently amended vide Notifications No.G.S.R. 124(E) dated 24th February, 1989, G.S.R. 572 dated 13th June, 1990, G.S.R. 603 E dated 7th October 1998 and G.S.R. No. 386 (E) dated 8th May, 2003

\* Inserted/Modified/Deleted by First Amendment Regulations.

\*\* Inserted /Modified/Deleted by Second Amendment Regulations. .

\*\*\* Inserted/Modified/Deleted by Third Amendment Regulations.

## ANNEXURE "A"

Statement of Immovable Property on first appointment for the year -

1. Name of employee (in full) \_\_\_\_\_

2. Present post held \_\_\_\_\_ Present Pay \_\_\_\_\_

| Name of district subdivision, Taluka and village and village in which property is situated | Name and detail property |                                | Present value * | If not in own name, state in whose name held and his/her relationship to the employee. | How acquired, whether by purchase, lease **, mortgage inheritance, gift or otherwise with date of acquisition and name with details of the person from whom acquired. | Annual Income from the Property |
|--|--------------------------|--------------------------------|-----------------|--|---|---------------------------------|
|  | _____                    | House and Land other buildings |                 |  |   |                                 |
| (1)  | (2)                      | (3)                            | (4)             | (5)  | (6)   | (7)                             |

Note : The declaration form is required to be filled and submitted by every officer under sub-regulation (3) of regulation 15 of the Calcutta Port Trust Employees (Conduct) Regulations, 1980 on first appointment to the service and thereafter at the end of each calendar year, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in this own name or in the name of any member of his family or in the name of any other person.

Dated.....

Signature.....

\* In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated. Inapplicable clause to be struck out.

\*\* Includes short-term lease also.

## ANNEXURE "B"

(See regulation I&amp;(1) and Annexure "C")

Application for necessary permission under Regulation 18

To

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Sir,

I request that in view of the reasons stated below, I may be granted exemption from the operation of regulation 18 of the Calcutta Port Trust Employees (Conduct) Regulations, 1980.

**REASONS**

Date:\_\_\_\_\_

Signature.....

**ANNEXURE "C"**

(See regulation 18(2))

**DECLARATION**

1. I Shri/Smt./Kumari.....declare at under :

\* (i) that I am unmarried/widower/widow:

(ii) that I am married and have only one wife living :

(iii) that I am married and have more than one wife living. Application in the Form specified in Annexure "B" to the Calcutta Port Trust Employees (Conduct) Regulations, 1980. For grant of exemption is enclosed,

(iv) that I am married and that during the life time of any spouse I have contracted another marriages. Application in the Forms specified in Annexure "B" to the Calcutta Port Trust Employees (Conduct) Regulations, 1980, for grant of exemption is enclosed;

(v) that I have contracted a marriage with a person who has already one wife or more living. Application in the Form specified in Annexure "B" to the Calcutta Port Trust Employees (Conduct) Regulations, 1980, for grant of exemption's is enclosed.

2, I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my application, I shall be liable to be dismissed from service.

Date.....

Signature.....

\* Please delete clauses not applicable.

Application in the case clause (i), (ii) and (iii) only.

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